

**School Emergency Drills**  
Documentation Form

Type of Drill

Time of Drill

- |                                                      |                  |
|------------------------------------------------------|------------------|
| ___ Fire Drill (5 required)                          | ___ Standard     |
| ___ Tornado Drill (2 required)                       | ___ Class Change |
| ___ Lock Down/Shelter in Place Drill<br>(2 required) | ___ Recess       |
|                                                      | ___ Other Events |

Name of reporting school: \_\_\_\_\_

Date of drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Drill Was ***Coordinated*** With:

\_\_\_ **County/Local Emergency Management Coordinator or designee**  
Name & Title \_\_\_\_\_

AND

\_\_\_ **Law Enforcement** (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

\_\_\_ **Fire** (fire chief or designee)  
Name & Title \_\_\_\_\_